

State of California

MEMORANDUM

Date: August 6, 1990
Reference Code: 90-34

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

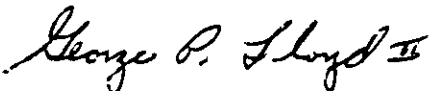
From: Department of Personnel Administration
Classification and Compensation Division

Subject: Revised Due Dates for Board Item Processing 1990

Attached is a revised board item processing list of due dates for 1990. It should be noted that the revision includes a reminder that prior to the final submission of the classification proposal to the Department of Personnel Administration and the State Personnel Board, departments are to contact DPA to discuss the initial concept and/or provide a concept paper.

This concept paper is a brief summary of the proposal and should include a description of the problem, the change requested and the number of positions affected. Departments should refer to the DPA Memo dated November 8, 1984 for details regarding Classification Proposals and the overall process to create or change classifications.

Please contact your departmental CCD analyst if you have any questions about the board item process.



GEORGE P. LLOYD II, Chief
Classification and Compensation Division

Attachment

ccd/B02575



DUE DATES FOR BOARD ITEM PROCESSING 1990

<u>Final Proposal Received by DPA/SPB Staff*</u>	<u>DPA Staff Confirms Receipt of Proposal with SPB Staff</u>	<u>Initial Discussions between DPA/SPB Staff</u>	<u>Draft Item to DPA MGR.; Draft MIA** to SPB Mgr.</u>	<u>Discussion of serious Problems between DPA/SPB</u>	<u>Item to CCD Chief</u>	<u>25 Working Days Notice For BU 1</u>	<u>1. Final Item To SPB***</u>	<u>2. Sched. Sheets Due to Secretariat</u>	<u>3. 30-Day Union Notice</u>	<u>Secretariat's Cut-Off</u>	<u>Board Meeting</u>
DPA Preliminary Notification to Union and California State Supervisors											
(Length of Time From Board Meeting Date)											
<u>12 Weeks</u>	<u>11 Weeks</u>	<u>10 Weeks</u>	<u>8 Weeks</u>	<u>7 Weeks</u>	<u>6 Weeks</u>		<u>4 1/2 Weeks</u>	<u>2 1/2 Weeks</u>	<u>0</u>		
Oct 17	Oct 24	Oct 31	Nov 14	Nov 21	Nov 28	Dec 4	Dec 8	Dec 22	Jan 9-10		
Nov 5	Nov 12	Nov 19	Dec 3	Dec 10	Dec 17	Dec 15	Dec 22	Jan 5	Jan 23(SF)		
Nov 14	Nov 21	Nov 28	Dec 12	Dec 19	Dec 26	Jan 2	Jan 5	Jan 19	Feb 6-7		
Dec 5	Dec 12	Dec 19	Jan 2	Jan 9	Jan 16	Jan 22	Jan 26	Feb 9	Feb 27		
Dec 19	Dec 26	Jan 2	Jan 16	Jan 23	Jan 30	Feb 2	Feb 9	Feb 23	Mar 13-14		
Jan 2	Jan 9	Jan 16	Jan 30	Feb 6	Feb 13	Feb 19	Feb 23	Mar 9	Mar 27		
Jan 16	Jan 23	Jan 30	Feb 13	Feb 20	Feb 27	Mar 6	Mar 9	Mar 23	Apr 13 (LA)		
Jan 30	Feb 6	Feb 13	Feb 27	Mar 6	Mar 13	Mar 20	Mar 23	Apr 6	Apr 24		
Feb 13	Feb 20	Feb 27	Mar 13	Mar 20	Mar 27	Apr 3	Apr 6	Apr 20	May 8-9		
Feb 28	Mar 7	Mar 14	Mar 28	Apr 4	Apr 11	Apr 18	Apr 20	May 4	May 22		
Mar 20	Mar 27	Apr 3	Apr 17	Apr 24	May 1	May 8	May 11	May 25	June 12-13		
Apr 3	Apr 10	Apr 17	May 1	May 8	May 15	May 21	May 25	June 8	June 26		
Apr 17	Apr 24	May 1	May 15	May 22	May 29	June 4	June 8	June 22	Jul 10-11(SD)		
May 1	May 8	May 15	May 29	June 5	June 12	June 18	June 22	July 6	July 24		
June 12	June 19	June 26	July 10	July 24	July 31	Aug 7	Aug 10	Aug 24	Sept 11-12		
July 3	July 10	July 17	July 31	Aug 7	Aug 14	Aug 20	Aug 24	Sept 7	Sept 25		
July 17	July 24	July 31	Aug 14	Aug 21	Aug 28	Sept 4	Sept 7	Sept 21	Oct 9-10(LA)		
July 31	Aug 7	Aug 14	Aug 28	Sept 4	Sept 11	Sept 18	Sept 21	Oct 5	Oct 23		
Aug 15	Aug 22	Aug 29	Sept 12	Sept 19	Sept 26	Oct 2	Oct 5	Oct 19	Nov 6-7		
Aug 28	Sept 4	Sept 11	Sept 25	Oct 2	Oct 9	Oct 16	Oct 19	Nov 2	Nov 20		
Sept 11	Sept 18	Sept 25	Oct 9	Oct 16	Oct 23	Oct 29	Nov 2	Nov 16	Dec 4-5(SF)		
Sept 25	Oct 2	Oct 9	Oct 23	Oct 30	Nov 6	Nov 7	Nov 16	Nov 30	Dec 18(SF)		

*Prior to submitting a final proposal, departments should contact DPA to discuss/provide a conceptual proposal.

**Merit Issue Attachment

***Board Items with Status Resolutions require SPB Policy Review.

